



Community Development Advisory Committee Meeting Minutes

NH Community Development Finance Authority
14 Dixon Avenue
Concord, NH 03301

Thursday, February 5, 2026
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Cody Morrison, *Chair*; Elizabeth Fox; Matthew Walsh; Joseph Doiron; Kelly Roy; Matthew Sullivan; and Anne Duncan Cooley.

STAFF: Katherine Easterly Martey, *Executive Director*; Mollie Kaylor, *Director of Housing and Community Development*; Molly Donovan, *Director of Economic Development*; Melissa Latham, *Director of Communications and Policy*; Julius Peel, *Community Development Program Manager*; Melanie Steenbeke, *Contract Manager*; and Maureen Quinn, *Tax Credit Program and Board Manager*.

BOARD OF DIRECTORS PRESENT: Benjamin Gaetjens-Oleson, *Chairman, Board of Directors*.

Mr. Morrison opened the meeting at 2:04 PM.

There were no announcements.

Mr. Morrison noted a member of the public in attendance. Committee members and staff introduced themselves.

A. Agenda

Mr. Morrison reviewed the meeting agenda; he called for any additions or changes. None were requested. Mr. Morrison called for a motion.

Motion – 2:07 PM

Ms. Fox moved to approve the agenda, as presented. Ms. Roy seconded, and the motion carried with a unanimous vote of the Committee.

B. Consent Agenda

Mr. Morrison reviewed the Consent Agenda, which included the January 8, 2026, Community Development Advisory Committee minutes, and called for any questions or comments. None were offered. Mr. Morrison called for a motion.

Motion – 2:07 PM

Ms. Fox moved to approve the consent agenda, as presented. Mr. Doiron seconded. The motion passed with six (6) yeas from the Committee; there was one abstention by Mr. Sullivan as he was not present for the January 8, 2026, meeting.

C. CDBG – Consolidated Plan Update and Review

Ms. Kaylor stated the draft Consolidated Plan is being developed; proposed changes and updates will be shared with the Committee. She encouraged the Committee to share feedback and comments. The final draft proposal will be provided to the Governor's Office for review and approval, and the plan will be submitted to HUD in May 2026. Discussion included:

- The Consolidated Plan is a federally required planning document that agencies administering Department of Housing and Urban Development (HUD), Office of Community Planning and Development (CPD) programs must submit to HUD every five years. The goal is to ensure that New Hampshire's CDBG program continues to be responsive to the current housing and community development needs.
- CDFA, New Hampshire Housing and Finance Authority, and the New Hampshire Department of Health and Human Services are the three state agencies involved in administration of the CDBG program.
- CDFA engaged in listening sessions, municipal interviews, and meetings and events over the past several months to capture input and understand needs across the state
- Housing continues to be a priority statewide. Increased funding and larger maximum award amounts would be helpful. Childcare and investment in downtown areas are also priorities.
- State level themes include:
 - Addressing critical community gaps
 - Strengthening family and community well-being
 - Expanding housing and creating vibrant communities
 - Supporting rural entrepreneurship and local economies.
- Programmatic changes include:
 - Increased award amounts across programs
 - Increase Microenterprise program grant period from one to two years
 - Transition from traditional Economic Development Grant Program to a public facilities multi-benefit grant program with increased award amounts
 - Planning grants will be embedded as part of Housing & Public Facilities programs
 - Projects with emergent needs may apply outside of traditional funding rounds.

The Committee discussed the Core Data Index being used in scoring and whether that can create unintended barriers for applicants. The Committee asked whether a waiver system could be developed to ensure improved access and use of CDBG funds by all communities. Staff will review this as part of proposed updates to scoring criteria of each program and will bring recommendations back to the Committee for discussion.

Ms. Kaylor summarized the timing of next steps for the Consolidated Plan process, including:

- Draft plan will be posted with a 30-day public comment period
- Public Hearing will be held on March 3, 2026 at 10:00 AM at NH Housing
- Housing & Community Development Planning Council Approval on April 8, 2026

- NH Housing and CDFA Board Review and approval in April
- Submitted to Governor's Office by early May 2026, and
- Submitted to HUD by May 15, 2026.

Ms. Kaylor and Ms. Easterly Martey thanked the Committee for their feedback and engagement. They shared that updates regarding work on the Consolidated Plan will be shared at the March 2026 CDAC meeting.

D. Family Childcare Municipal Zoning Project – 3:06 PM

Mr. Peel provided the Committee with an overview of the Family Childcare Municipal Zoning project, and summarized the program's highlights. The initiative includes a focus on family childcare and municipal zoning barriers and is intended to empower Regional Planning Commissions (RPCs) to provide targeted support to municipalities to update zoning regulations, ensure compliance with recent legislation, and remove unintended barriers for family childcare providers. CDFA will work to further develop and enhance statewide resources (toolkit), administer a Funding Opportunity for Regional Planning Commissions (structured like transformational planning grants), and support RPCs in their direct work with municipalities.

The Committee suggested ongoing initiatives in Manchester and the Upper Valley may help inform this program. The NH BEA also offered a webinar in November 2025 which had helpful information related to childcare.

The Committee thanked Mr. Peel for the presentation and expressed support for this program as childcare challenges have a significant impact on New Hampshire communities.

E. CDFA Student Engagement/Applied Research

Ms. Donovan informed the Committee that CDFA has engaged a group of University of New Hampshire students to focus on the CDBG Microenterprise Program for its 2026 Research agenda. The student team has been tasked with assessing the uses and outcomes of the CDFA microenterprise program for community center areas, including whether these programs may have aided in downtown revitalization within zones. In addition to funding and technical assistance in the NH program, evaluation of similar programs in other states and regions will be considered.

The Committee was updated on the Sustainability Fellowship for the Summer of 2026. The focus is to better understand the impact of technical assistance and grants on New Hampshire's smallest businesses and to identify service gaps to realized improved program outcomes. Additional work will include collaborative discussions to gain insights on how partnership influence program success, identify barriers, and highlight best practices for supporting underserved businesses.

F. Community Development Advisory Committee Leadership

Ms. Easterly Martey acknowledged Mr. Gaetjens-Oleson for his leadership and contributions to the Community Development Advisory Committee. She asked the Committee and staff to join in thanking him for his service.

G. Adjourn – 3:05 PM

Mr. Sullivan moved to adjourn the meeting. Ms. Duncan Cooley seconded, and the motion carried with a unanimous vote of the Committee.

Respectfully submitted,



Maureen Quinn, Board Manager



Cody Morrison, Committee Chair